

Professional and Managerial Branch  
Professional Engineering Group  
Architecture Series

ARCHITECT

9/89

## CHARACTERISTICS OF THE CLASS:

Under general direction, performs responsible and difficult architectural duties; performs related duties as required.

## EXAMPLES OF DUTIES:

Reviews and coordinates with appropriate agencies and departments architectural plans, estimates and specifications submitted by consultants; meets with consultants and citizen groups to successfully carry projects to completion; prepares architectural designs to determine functional and spatial requirements and prepares information regarding design, specifications, materials, equipment, estimated cost and building time for construction of public buildings; plans layout of project and integrates engineering elements into unified design; prepares scale and full size drawings and contract documents; assists in obtaining bids and awarding construction contracts; conducts periodic on site observation of work in progress and coordinates details of project execution with construction engineers.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; maintains records and prepares reports.

## MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Architecture and four years of professional experience in the practice of architecture; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, and practices of architecture; considerable knowledge of the methods, materials, tools and equipment used in modern building construction, with special application to public works; good knowledge of computer applications to architecture; good knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to read and interpret construction documents; ability to communicate with the general public, engineers and contractors; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; inspect field construction in progress necessitating climbing ladders, scaffold, etc; operate a motor vehicle through City traffic.

Licenses and Certificates: Registration as a Professional Architect in the State of Texas or a State having reciprocal agreement; Texas Class "C" Driver's License or equivalent license issued by another state.

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Director of Personnel

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Department Head